



Transportation

**UNIT COMPLIANCE INSPECTION
CHECKLIST - TRAFFIC MANAGEMENT
FLIGHT - LOGISTICS READINESS
SQUADRON**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 24-3, *Operation and Use of Ground Transportation Vehicles*. This inspection checklist is developed to support AFI 90-201, *Inspector General Activities* and USAFE Supplement 1, inspection programs. This checklist identifies compliance items that support guidance in the following: law, executive order, higher headquarters publication (Department of Defense (DoD), Air Force Instruction (AFI), Air Force Manual (AFMAN), Air Force Technical Order (AFTO), etc.) and United States Air Forces in Europe (USAFE) publications. It applies to all USAFE Logistics Readiness Squadrons (LRS) vehicle operations and fleet control activities at main operating and geographically separated units as indicated in Paragraph 2. This checklist is intended for inspection use. It is not intended as the sole source of inspection material. Use in conjunction with applicable governing directives: AFI 24-101, *Passenger Movement*; DOD 4500.9R, *Defense Transportation Regulation*; and MAJCOM supplements. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, to Directorate of Logistics, Logistics Readiness Division (HQ USAFE/A4R), Unit 3050 Box 105, APO AE 09094. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), *Management of Records*, 31 Aug 1994 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AFRIMS (AF Portal).

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1. General. The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use USAFE inspection checklists in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this checklist in whole or in part during visits. Users may add items that, in the exercise of good judgment, require examination.

1.1. Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI). Items identified by functional managers to prioritize command requirements and to allow the Inspector General (HQ USAFE/IG) inspectors to assess criticality of deficiencies.

1.1.1. CCGI. Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs will be referred to as significant guide items requiring direct IG evaluation. Upper case and bold letters are used to identify CCGIs.

1.1.2. CGI. Areas that require special vigilance and are important to the overall performance of the unit. Non-compliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Standard sentence case is used to identify CGIs.

2. Applicability. All items on this inspection checklist are assigned an applicability code designating to which type of unit the item applies. Applicability code 3 designates the following USAFE main operating bases (MOB): Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Lajes and Spangdahlem. Applicability code 7 designates all USAFE Geographically Separated Units (GSU) with Logistics Readiness functions (Supply, Transportation, Logistics Readiness Planning and Policy).

2.1. Forms Adopted: Refer to the listed prescribing directive (PD) for guidance on the completion of the form. DD Form 139, *Pay Adjustment Authorization*, PD: None Listed; DD Form 619, *Statement of Accessorial Services Performed*, PD: DoD 4500.9-R; DD Form 619-1, *Statement of Accessorial Service Performed (Storage-In-Transit Delivery and Reweigh)*, PD: DoD 4500.9-R; DD Form, 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*, PD: DoD 4500.9-R; DD Form 1299, *Application for Shipment and/or Storage of Personal Property*, PD: DoD 4500.9-R; DD Form 1780, *Shipment Evaluation and Inspection Record*, PD: DoD 4500.9-R; DD Form 1798, *Personal Property Counseling Checklist*, PD: DoD 4500.9-R; DD Form 1857, *Temporary Commercial Storage at Government Expense*, PD: DoD 4500.9-R; DD Form 1907, *Signature and Tally Record*, PD: DoD 4500.9-R; DD Form 2497, *Carrier Evaluation Worksheet/Report*, PD: DoD 4500.9-R; SF 1203, *Government Bill of Lading*, PD: None Listed; SF 361, *Transportation Discrepancy Report*, PD: None Listed; SF 364, *Report of Discrepancy (ROD)*, PD: None Listed; AF Form 55, *Employee Safety and Health Record*, PD: AFI 91-301; AF Form 451, *Request for Packaging Service*, PD: AFI 24-202; AF Form 847, *Recommendation for Change of Publication*, PD: AFI 11-215; AF Form 2497, *Home of Selection Travel and Transportation Entitlement*, PD: AFI 21-101; AFTO Form 244, *Industrial/Support Equipment Record*, PD: T.O. 00-20-7; AE Form 302, *Import/Export Customs Declaration*, PD: AE Reg 55-355.

Table 1. Inspection Items for Traffic Management Flights - Logistic Readiness Squadron.

Item No	Item	Reference	Applicability Code	Yes/No	N/A
1.	General				
1.1.	Has the Traffic Management Flight (TMF) appointed Transportation Agents and designated the scope of their authority in writing? Are Transportation Agent appointment orders current?	DTR 4500.9-R, Part 1, 2 and 3	3,7		
1.2.	Have AF Form 55s, <i>Employee Safety and Health Record</i> been properly completed and maintained?	AFI 91-301, Para. 7.4.	3,7		
1.3.	Does the TMF maintain an effective On-the-Job Training (OJT) Training Program for assigned personnel to ensure all elements are covered and on-time skill level is upgraded?	AFI 36-2201 Vol III, Chapter 6	3,7		
1.4.	ARE REGISTERS AND/OR RECORDS MAINTAINED ON ALL FREIGHT WARRANTS, BILLS OF LADINGS, SEALS AND OTHER ACCOUNTABLE DOCUMENTS? ARE ACCOUNTABLE FORMS PROPERLY SAFE GUARDED? (NOTE: REGISTER/ RECORDS CAN BE AUTOMATED)	AFI 24-101, Chapter 4.3., AFI 24-201, Chapter 7.1., 7.2., and DTR 4500.9-R, Part 4, Chapter 413, Para. C2.	3,7		
2.	Passenger Travel				
2.1.	Are passenger clerks knowledgeable concerning the use of first class passenger service? Are Travel Documents annotated to reflect reason/ authority whenever first class air accommodations are used?	AFI 24-101, Chapter 2, Para. 2.7. and JFTR, Para. U3125B1-B5.	3,7		
2.2.	Are Premium Class Travel (PCT) Request approved by Commander, USAFE (USAFE/CC) (Vice Commander (CV) in CC's absence) prior to issuance of First or Business Class tickets? Are semi-annual PCT travel reporting requirements accomplished?	IC 2004-1 to AFI 24-101, Chapter 2, Para. 2.7.2.7., & 2.7.5.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
2.3.	Do TMF passenger documentation files contain required supporting documentation such as travel orders, copies of correspondence, Passenger Name Record (PNR), reservation, routing, and fare information and other authorized additional service documents?	AFI 24-101, Chapter 4, Para. 4.2.	3,7		
2.4.	Are members that request circuitous travel counseled on possible excess cost and policy on using foreign flag carriers?	AFI 24-101, Chapter 3, Para. 3.10. and DTR 4500.9-R, Part I, Chapter 102, Para. K.	3,7		
2.5.	Are Commercial Transportation Office (CTO)/Scheduling Airline Ticket Office (SATO) billings, airline refunds and excess cost collection for official travel processed in a timely manner? Is DD Form 139, <i>Pay Adjustment Authorization</i> , or a letter notice (as appropriate) initiated on travelers who receive cost charge transportation?	AFI 24-101, Chapter 3, Para. 3.6., Chapter 4, Para. 4.13. and Attachment 6	3,7		
2.6.	Is the TMF/CTO following the specific order of precedence when making official travel arrangements?	AFI 24-101, Chapter 2, Para. 2.3. and DTR 4500.9-R, Part 1, Chapter 103, Para. A.2.	3,7		
2.7.	When foreign flag carriers are used, are certifications prepared and signed by the TMF or travelers to support travel claims and justify the use of such carriers? Is the PNR annotated?	AFI 24-101, Chapter 2, Para. 2.4.2. & 2.4.3., JFTR Vol 1, Para. U3125-C.4. and JTR Vol 2, Para. C2204 C.3.	3,7		
2.8.	Are Government Travel Cards (GTC)/ Individual Billing Accounts being used to the maximum extent for respective travel situations?	AFI 24-101, Chapter 4, Para. 4.1.2., DoD FMR 7000.14, Chapter 13	3,7		
2.9.	Are Centrally Billing Account invoices date stamped upon TMF's receipt and processed in a timely manner to facilitate payment under the Prompt Payment Act?	AFI 24-101, Attachment 6, Para. A6.5.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
2.10.	Is excess cost charges computed when member requested travel exceeds authorization: i.e.; Consecutive Overseas Travel, In-Place Consecutive Overseas Travel and Renewal Agreement Travel?	AFI 24-101, Chapter 3, Para. 3.6.	3,7		
2.11.	Is the policy on the use of General Services Administration (GSA) Contract City Pair Fares for Permanent Change of Station (PCS)/ Temporary Duty (TDY) personnel being strictly adhered to?	AFI 24-101, Chapter 2, Para. 2.5.	3,7		
2.12.	Do files contain required supporting documentation such as travel orders, copies of correspondence or message relating to Government Transportation Request (GTR)/PNR (cost charge data), reservations and routing information?	AFI 24-101, Chapter 4, Para. 4.2.	3,7		
2.13.	Does the TMF ensure that official travel services provided by the CTO are according to the contract?	AFI 24-101, Chapter 1, Para. 1.13.7.	3,7		
2.14.	Are correct procedures followed for the local processing of lost tickets?	DTR 4500.9-R, Part 1, Chapter 102, Para. R and AFI 24-101, Chapter 4, Para. 4.9.2.	3,7		
2.15.	Does the TMF/CTO provide a Leave-In-Conjunction with Official Travel (LICWO) memo to the member when the member has requested LICWO travel?	AFI 24-101, Para. 3.3.2.	3,7		
3.	Personal Property				
3.1.	Personal Property (Billing)				
3.1.1.	Are SF 1203, <i>Government Bills of Lading (GBL)</i> , properly prepared and annotated with all required information? Are GBLs submitted to carriers prior to the pickup date? Are GBL registers and files maintained?	DTR 4500.9-R, Part 4, Chapter 413	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
3.1.2.	Does the Transportation Officer coordinate the movement and storage of all deceased member's shipments with the appointed mortuary officer and summary court officer? Are all shipment details handled expeditiously?	DTR 4500.9-R Part 4, Chapter 401, Para. H.3.f and Chapter 410, Para. E.	3,7		
3.1.3.	Is equitable distribution of household goods shipments made between approved carriers?	DTR 4500.9-R, Part 4, Chapter 402, Para. U.	3,7		
3.1.4.	For members remaining in a pay status does the TMF identify all excess cost on the GBL?	AF SUP JFTR Volume 1 and JTR Volume 2, Para. 11.2.1.	3,7		
3.1.5.	Does TMF check invoices against the packing and crating contract schedule prior to certification?	DPM Contract (Locally established procedures)	3,7		
3.1.6.	Is there a cost reduction statement on the GBL when government containers are used? http://www.sddc.army.mil/public/Personal+Property/	International Personal Property Rate Solicitation. Chapter 5, Item 514.	3,7		
3.1.7.	Are excess costs computed and collected from separating members and employees in a non-pay status who exceed their entitlements prior to affecting shipment?	AF SUP JFTR Volume 1 and JTR Volume 2, Para. 11.3.	3,7		
3.1.8.	Are appropriate tariffs or special rate authority shown on GBLs?	DTR 4500.9-R, Part 4, Chapter 413, Para. D. dd.	3.7		
3.2.	Personal Property (Quality Control-Total Quality Assurance Program (TQAP))				
3.2.1.	Are performance files established for each qualified carrier? Does each file contain quality control data and facility inspection reports?	DTR 4500.9-R, Part 4, Appendix O, Para. A.6.a.	3,7		
3.2.2.	Does the TMF take prompt action to warn, suspend, or recommend disqualification when carriers or agents violate the Tender of Service?	DTR 4500.9-R, Part 4, Appendix A and O, Para. B.	3,7		
3.2.3.	Are carriers advised of their average shipment score and performance status at the end of the semiannual evaluation process, but not later than 30 calendar days prior to the effective date of the following 6-month rate cycle?	DTR 4500.9-R, Part 4, Appendix O, Para. C.7.d.1.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
3.2.4.	Does the TMF ensure that carriers and agents that participate in International Through Government Bill of Lading Household Goods (HHG) and Unaccompanied Baggage (UB) meet facility, equipment and personnel requirements?	DTR 4500.9-R, Part 4, Chapter 402, N.3. and Appendix D.	3,7		
3.2.5.	Are facility inspections conducted within prescribed time periods?	DTR 4500.9-R, Part 4, Chapter 402 Para. N. Appendix D and Appendix E	3,7		
3.2.6.	Do carrier performance files contain records for three performance cycles (18 months)? Are carriers evaluated at least every six months? Are records of evaluations maintained?	DTR 4500.9-R, Part 4, Appendix O Para. A.6.b. and A.7.	3,7		
3.2.7.	Are legible GBLs, weight tickets, inventories, DD Forms 619, <i>Statement of Accessional Services Performed</i> , and other associated documents returned within seven working days?	DTR 4500.9-R, Part 4, Appendix B, Para. HH.	3,7		
3.2.8.	Are Total Quality Assurance Program requirements fully implemented?	DTR 4500.9-R, Part 4, Appendix O, TQAP	3,7		
3.2.9.	Does Quality Control monitor and maintain control over contractor compliance with reporting procedures for Government-Owned Containers?	DTR 4500.9-R, Part 4, Appendix G, A.7g.(2) and Table G-2.	3,7		
3.2.10.	Are DD Forms 1780, <i>Shipment Evaluation and Inspection Record</i> , accurately completed and scored?	DTR 4500.9-R, Part 4, Appendix O, Para. F.	3,7		
3.2.11.	Are carrier appeals for scored DD Forms 1780 adjudicated within 45 days of receipt? Are appropriate adjustments made to the Transportation discrepancy Report (TDR) when carrier appeals are accepted as valid?	DTR 4500.9-R, Part 4, Appendix O, Para. A.3.	3,7		
3.2.12.	Is all correspondence concerning appeals mailed to the home office of the carrier by certified mail?	DTR 4500.9-R, Part 4, Appendix O, Para. A.3.	3,7		
3.2.13.	Are suspended carriers reinstated only after providing satisfactory evidence that the cause(s) for the suspension has (have) been corrected?	DTR 4500.9-R, Part 4, Appendix O, Para. B.3g.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
3.2.14.	Are carriers advised of their average shipment score and performance status at the end of the semiannual evaluation process, but not later than 30 calendar days prior to the effective date of the following 6-month rate cycle?	DTR 4500.9-R, Part 4, Appendix O, Para. C.7.d.	3,7		
3.2.15.	Are carriers whose scores fall below 90 advised of their scores/status by certified or registered mail (return receipt requested)?	DTR 4500.9-R, Part 4, Appendix O, Para. C.7.d.1.	3,7		
3.2.16.	Is a suspense system maintained to ensure that the necessary documents are furnished to the TMF not later than seven working days after the pick up of personal property?	DTR 4500.9-R, Part 4, Appendix B, Para. HH.	3,7		
3.2.17.	Are records reviewed to verify that inventories have been properly prepared by the carrier and contractor, methods of packing and marking have been satisfactory and carriers are tracing shipments when requested to do so?	DTR 4500.9-R, Part 4, Appendix B, Para. J and Para. JJ.	3,7		
3.2.18.	Has the TMF established a suspense file as a record of shipments on hand in each carrier/contractors facility?	DTR 4500.9-R, Part IV, Appendix B, Para. F.	3,7		
3.2.19.	Are copies of the completed DD Forms 1780 date stamped in the upper right corner and batch mailed to the carrier by first class mail on the 15th and 30th of each month?	DTR 4500.9-R, Part 4, Appendix O, Para. C.5.c. (3).	3,7		
3.2.20.	Are the carriers semiannual Total Quality Assurance Program performance ratings prepared and forwarded to the carrier (DD Form 2497, <i>Carrier Evaluation Worksheet/Report</i>)?	DTR 4500.9-R, Part 4, Appendix O, C.7.a.(3), Figure. O-5	3,7		
3.3.	Personal Property (Inbound)				
3.3.1.	Is DD Form 1857, <i>Temporary Commercial Storage at Government Expense</i> prepared by members who request extension of storage in transit?	AF SUP JFTR Volume 1, Para. 5.1.2.1., JFTR U5375-B (2), and JTR Volume 2, Para. C5190 B.1.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
3.3.2.	WHEN THE CARRIER NOTIFIES THE DESTINATION TMF OF THE ARRIVAL OF A SHIPMENT, IS THE TMF MAKING EVERY EFFORT TO PREVENT UNNECESSARY STORAGE-IN-TRANSIT (SIT) BY MAINTAINING CLOSE RELATIONSHIPS WITH OTHER BASE ACTIVITIES TO CONTACT THE SERVICE MEMBER PRIOR TO BEING PLACED INTO SIT?	DTR 4500.9-R, Part 4, Chapter 406, Para. A.3.4. and AF SUP JFTR Volume 1, Para. 5.1.1.	3,7		
3.3.3.	Has the Transportation Officer (TO) established procedures to ensure all shipments are reweighed when the member is near or has exceeded the authorized weight allowance?	DTR 4500.9-R, Part 4, Chapter 403, Para. B.4.	3,7		
3.3.4.	Are DD Forms 619-1, <i>Statement Of Accessorial Services Performed (Sit Delivery and Reweigh)</i> , verified for services ordered and rendered prior to certification?	DTR 4500.9-R, Part 4, Chapter 405, Para. F.1.a.	3,7		
3.3.5.	ARE OVERDUE SHIPMENTS PROMPTLY TRACED AND IS TRACING RESPONSIVE TO MEMBERS' NEEDS?	DTR 4500.9-R, Part 4, Chapter 410, Para. A.	3,7		
3.3.6.	Are Tender of Service violations, such as failure to trace, failure to notify of inability to meet required delivery date or failure to reweigh, etc., reported to the quality assurance section to allow penalty assessment?	DTR 4500.9-R, Part 4, Appendix B	3,7		
3.4.	Personal Property (Counseling)				
3.4.1.	Is DD Form 1797, <i>Personal Property Counseling Checklist</i> , used and properly signed by owner and counselor for all shipments (except personally procured moves)?	DTR 4500.9-R, Part 4, Chapter 401, Para. G1a.	3,7		
3.4.2.	Do counselors provide detailed explanations of entitlements under various types of orders?	AF SUP JFTR Volume 1 and JTR Volume 2, Para. 3.2.	3,7		
3.4.3.	Are members told of procedures and individual responsibilities when shipping professional books, papers and equipment?	DTR 4500.9-R, Part 4, Chapter 401, Para. G.6.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
3.4.4.	Are only authorized persons permitted to complete and submit the DD Form 1299, <i>Application for Shipment and/or Storage of Personal Property</i> , and is a copy of a "Power of Attorney" or informal "Letter of Authority," filed in the member's permanent files?	DTR 4500.9-R, Part 4, Chapter 401, Para. H.3. and I.	3,7		
3.4.5.	Do counselors complete and explain AF Form 2473, <i>Home of Selection Travel and Transportation Entitlement</i> ?	AF SUP JFTR Volume 1 and JTR Volume 2, Para. 3.6.1.	3,7		
3.4.6.	Do files for retirees and separates with home of selection entitlement contain the original copy of AF Form 2473? (Duplicate is given to member)	AF SUP JFTR Volume 1, Chapter 3, Para. 3.6.1.	3,7		
3.4.7.	Are members properly counseled regarding follow-on and home-basing entitlements?	AF SUP JFTR Volume 1 and JTR Volume 2, Para. 3.3.2.	3,7		
3.4.8.	Are realistic required delivery dates established for all shipments by all modes?	DTR 4500.9-R, Part 4, Chapter 401, Para. D.2.j.	3,7		
3.4.9.	Are SF 1203s safeguarded, controlled, prepared and issued sequentially?	DTR 4500.9-R, Part 4 Chapter 413, Para. C.2.	3,7		
3.4.10.	Are case files documented and forwarded to JPPSO-SAT/ECAF on excess costs for movement under local drayage contracts?	AF SUP JFTR Volume 1 and JTR Volume 2, Para. 11.2.5.	3,7		
3.4.11.	Are members properly counseled on the DoD (Privately Owned Vehicles (POV)) Export/Import Control Program?	DTR 4500.9-R, Part 4, Chapter 408, Para. C.	3,7		
3.4.12.	Do counselors ensure members fully understand the requirement under the personally procured move to obtain acceptable weight tickets from certified scales and that failure to do so may result in denial of an incentive payment?	AF SUP JFTR Volume 1 and JTR Volume 2, Attachment 14, Para. A14.14.	3,7		
3.4.13.	Are personally procured moves correctly arranged, computed and documented?	AF SUP JFTR Volume 1 and JTR Volume 2, Attachment 14	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
3.4.14.	Does the TMF coordinate the movement and storage of all deceased member's shipments with the appointment mortuary officer and summary court officer? Are shipment details handled expeditiously?	DTR 4500.9-R, Part 4, Chapter 410, Para. E.	3,7		
3.4.15.	When required, is all supporting documentation annotated with the code words "BLUE BARK" for deceased members?	DTR 4500.9-R, Part 4, Chapter 410, Para. E.3.	3,7		
3.4.16.	During the counseling session, do the counselors ensure the members are advised of items that cannot be shipped as household goods or unaccompanied baggage?	DTR 4500.9-R, Part 4, Chapter 401, Para. G.3.	3,7		
3.4.17.	Is the member informed about claim coverage and action to be taken when loss or damage occurs?	DTR 4500.9-R, Part 4, Chapter 401, Para. G.2.	3,7		
4.	Cargo Movement Section				
4.1.	Cargo Distribution				
4.1.1.	HAVE SPECIAL PROCEDURES BEEN ESTABLISHED TO PREVENT LOSS AND DAMAGE TO CLASSIFIED AND PROTECTED CARGO DURING TRANSPORTATION?	AFI 24-201, Chapter 9, Para. 9.1.	3,7		
4.1.2.	Is shipment planning, scheduling and processing material within priority time frames and transportation capability?	AFI 24-201, Chapter 4 & Attachment 2	3,7		
4.1.3.	Are appropriate Mode/Method Eligibility decisions made for international 999, Non-Mission Capable (NMCS), Mission Impaired Capability - Awaiting Parts (MICAP) and Agile Logistics/2LM shipments?	AFI 24-201, Chapter 4, Para. 4.3.	3,7		
4.1.4.	IS A REPORT SHIPMENT (REPSHIP) SUBMITTED FOR SENSITIVE/ CLASSIFIED SHIPMENTS TO ARRIVE AT DESTINATION PRIOR TO RECEIPT OF THE SHIPMENT?	AFI 24-201, Chapter 9, Para. 9.8., DTR 4500.9-R, Part 2, Chapter 205, Para. L	3,7		
4.1.5.	Are DD Forms 1907, <i>Signature and Tally Record</i> or Truck Manifest, properly completed to provide hand-to-hand receipt control for sensitive and classified shipments?	AFI 24-201, Chapter 9, Para. 9.1.3.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
4.1.6.	Are inbound shipments properly identified as being over, short, or damaged? Have the carriers' representatives acknowledged discrepancies by signature?	DTR 4500.9-R, Part 2, Chapter 210 and AFI 24-201, Chapter 5, Para. 5.14.	3,7		
4.1.7.	Are procedures in place for shipment discrepancies and tracing?	DTR 4500.9-R, Part 2, Chapter 210, Para. H.1. and AFI 24-201, Chapter 13.1.	3,7		
4.1.8.	Have procedures been established for positive delivery and verification for operating and maintenance funded shipments?	AFI 24-201, Chapter 5, Para. 5.9.	3,7		
4.1.9.	Are procedures for handling and shipping hazardous materials precisely complied with?	AFMAN 24-204 and AFI 24-201, Chapter 10.2.	3,7		
4.1.10.	Are DD Forms 626, <i>Motor Vehicle Inspections (Transporting Hazardous Material)</i> , used to ensure commercial vehicles comply with the Department of Transportation (DOT) safety regulations prior to loading Class 1.1/1.2 explosives/ poisons or Yellow III label radioactive materiel?	DTR 4500.9-R, Part 2, Chapter 204, Para. H. and USAFEI 24-203, Section IV, 32.d.1.	3,7		
4.1.11.	Are seals applied to carriers' equipment and the numbers annotated on GBLs and other supporting movement documents?	DTR 4500.9-R, Part 2, Chapter 205	3,7		
4.1.12.	Is the AE Form 302, <i>Import/Export Customs Declaration</i> , properly prepared and controlled? Does the consignee properly accomplish forms and do only authorized personnel sign the receipt? Is the original copy returned to the issuing customs office?	USAFEI 24-101, Chapter 7 Section II, Para. 7-11.	3,7		
4.1.13.	Have procedures been established to process or receipt for MICAP/999/NMCS cargo 24 hours a day?	AFI 24-201, Chapter 5, Para. 5.14.1.	3,7		
4.1.14.	Is a program in place to provide required training for personnel to fully understand the correct shipment funding obligations?	AFI 24-201, Chapter 3, Para. 3.4.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
4.1.15.	Has a Cargo Movement Operations System (CMOS) administrator been appointed and proper training received?	AFI 24-201, Chapter 1, Para. 1.4.8.	3,7		
4.1.16.	Is the SF Form 361, <i>Transportation Discrepancy Report</i> , initiated for overages, shortages, damages and astray freight as required and within 24 hours of protected/classified shipments and 7 days for unclassified shipments?	DTR 4500.9-R, Part 2, Chapter 210.	3,7		
4.1.17.	Have correct Transportation Account Codes been assigned for all shipments?	DTR 4500.9-R, Part 2, Appendix V and AFI 24-201, Chapter 3, Para. 3.2, Attachment 3 and 4	3,7		
4.1.18.	Is base information in the Terminal Facilities Guide kept up-to-date?	DTR 4500.9-R, Part 2, Chapter 201, Para. P. and Appendix A.	3,7		
4.1.19.	Has a shipment planning function been established which selects the mode of transportation and requests/obtains shipment release/clearance from the Airlift Clearance Authority or Water Port Liaison Office, as appropriate?	AFI 24-201, Chapter 5.	3,7		
4.1.20.	Are personnel trained to check in materiel and make necessary discrepancy annotations on delivery documents?	DTR 4500.9-R, Part 2, Chapter 209, Para. B.	3,7		
4.1.21.	Are shipments processed to allow movement within established time frames?	DTR 4500.9-R, Part 2, Appendix U., AFI 24-201, Chapter 4, Para. 4.2. and DOD 4140.1-R, Chapter 8, C8.9.	3,7		
4.1.22.	Are Transportation Discrepancy Report (TDR) packages properly prepared and distributed?	DTR 4500.9-R, Part 2, Chapter 210	3,7		
4.1.23.	Are TDR / Requests for Information packages prepared and distributed within established time frames?	DTR 4500.9-R, Part 2, Chapter 210	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
4.1.24.	Does the Traffic Management Officer, Traffic Manager or Superintendent review each TDR package prior to submission to the appropriate finance center for claim action?	DTR 4500.9-R, Part 2, Chapter 210, Para. B.4.	3,7		
4.2.	Packing And Preservation				
4.2.1.	Are procedures in place to properly package, mark and label classified material?	AFI 24-201, Chapter 9, Para 9.1.	3,7		
4.2.2.	Has an effective reusable container program been established?	AFI 24-202, Chapter 6, Para. 6.1.1., 6.1.2. & 6.1.3.	3,7		
4.2.3.	Has an Electrostatic Discharge (ESD) station been established? Are personnel properly trained to operate the ESD station?	T.O. 00-25-234, MIL STD 129 and AFI 24-202, Chapter 2, Para. 2.4.8.	3,7		
4.2.4.	Is military standard (MIL-STD) current and used as reference when marking shipments? Are classified item packaged according to MIL STD 129, <i>Military Marking for Shipment and Storage</i> ?	AFI 24-201, Chapter 5, Para. 5.4 and Chapter 9	3,7		
4.2.5.	Are scales inspected and certified as required? Are scales used in the work center calibrated on required intervals?	T.O. 33k-1-100, T.O. 00-20-14	3,7		
4.2.6.	Are health and safety standards consistent with applicable Occupational Safety and Health Act (OSHA) and Air Force Occupational Safety and Health (AFOSH) standards?	AFOSH 91-501, & AFOSH 91-46	3,7		
4.2.7.	Are inspections of saws accomplished daily and annotated on AFTO Form 244, <i>Industrial/Support Equipment Record</i> ?	T.O. 34-1-3	3,7		
4.2.8.	Are Emergency Eyewash/Shower Units readily available in an unobstructed area? Are inspections documented as required?	AFOSH 91-501, Chapter 19, Para. 19.6. and 19.10.	3,7		
4.2.9.	Is the table saw equipped with a hood that covers the blade and automatically adjusts itself to the thickness of the material? Are anti-kickback dogs/fingers installed and are they sharp and in good condition? Is a push stick used to prevent hand injury, as required?	AFOSH 91-501, Chapter 18, Para. 18.4 & Figure 18.7.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
4.2.10.	Are Radial Arms Saws equipped with a hood which encloses the saw blade and the arbor ends? Is the direction of the blade rotation marked on the hood? Does the saw return to its stored position smoothly and without hesitation after being fully extended and released? Is the saw allowed to return to its stopped position before materials is removed from the table?	AFOSH Std 91-501	3,7		
4.2.11.	Does supervisor ensure personnel use protective equipment and clothing required by established standards; i.e. face shield, earplugs, safety shoes, etc.?	AFOSH Std 91-501	3,7		
4.2.12.	Is a SF 364, <i>Report of Discrepancy (ROD)</i> , prepared when deficiencies exist in the packaging and marking of explosives and other hazardous materials regardless of the cost of correcting the deficiencies?	AFJMAN 23-215, Para E.2.c.	3,7		
4.2.13.	Is AF Form 451, <i>Request for Packaging Service</i> , signed only by authorized personnel? Are the appointment letters that authorize these personnel to sign readily available to cargo in-checkers?	AFI 24-202, Chapter 1, Para. 1.2.3.2. and Attachment 3.	3,7		
4.3.	Hazardous Cargo				
4.3.1.	Is a hazard communication program established? Is a copy of the Workplace Hazard Communication Program and AFOSH available?	AFOSH 48-21 and AFI 32-7042	3,7		
4.3.2.	Are hazardous materiel shipment's properly marked and labeled according to the applicable directives?	AFMAN 24-204, Attachment 3.	3,7		
4.3.3.	Is shipper's Declaration for Dangerous Goods properly prepared and distributed according to the applicable directives?	AFMAN 24-204, Attachment 17.	3,7		
4.3.4.	Have cargo movement personnel who certify hazardous material shipments been properly trained and appointed in writing by the commander?	AFI 24-201, Chapter 10, Para. 10.9. and AFMAN 24-204, Chapter 1, Para. 1.2.7.2.	3,7		
4.4.	Classified/Sensitive Cargo				

Item No	Item	Reference	Applicability Code	Yes/No	N/A
4.4.1.	Are rosters/letters of personnel authorized to receipt for, handle/process classified, sensitive and munitions items on hand and current?	AFI 24-201, Chapter 9, Para. 9.5.1.	3,7		
4.4.2.	Are procedures established and followed for processing both outbound and inbound classified/sensitive shipments to ensure the material is protected and safeguarded?	AFI 24-201, Chapter 9, Para. 9.1.	3,7		
4.4.3.	Do personnel who are authorized to handle classified, sensitive or firearms shipments review and acknowledge understanding of established procedures?	AFI 24-201, Chapter 9, Para. 9.5.	3,7		
4.4.4.	Are Outbound Shipments of Firearms/Sensitive Items/Classified Items handled in accordance with written instructions, when required?	DTR 4500.9-R, Part 2, Chapter 205 and AFI 24-201, Chapter 9, Para. 9.5., 9.6., 9.7. & 9.10.	3,7		
4.4.5.	Has a REPSHIP suspense list been established to ensure timely receipt of material?	AFI 24-201, Chapter 9, Para. 9.8.2.3.	3,7		
4.4.6.	Are RESHIPS being prepared and transmitted, when required, for Arms, Ammunition and Explosives (AA&E), classified and /or sensitive shipments?	AFI 24-201, Chapter 9, Para. 9.8.	3,7		
4.4.7.	Are procedures in effect to prevent or minimize Detention/Demurrage charges?	USAFEI 24-101, Chapter 6, Para. 6-30.	3,7		
5.	Customs Border Clearance Agent Program (CBCA)				
5.1.	Has a Customs Border Clearance Agent Program Manager been appointed on orders?	ED 30-3, Chapter 2, Para. 2-4.a.	3,7		
5.2.	Have Customs Border Clearance Agents and Senior Customs Border Clearance Agents received necessary training?	ED 30-3, Chapter 4, Para. 4.2.	3,7		
5.3.	Has a custodian been appointed on orders to secure and account for customs stamps?	ED 30-3, Chapter 2, Para. 2-4.b.	3,7		
5.4.	Are quarterly customs stamp inventories accomplished and documented?	ED 30-3, Chapter 2, Para. 2-6.	3,7		

Item No	Item	Reference	Applicability Code	Yes/No	N/A
5.5.	Are Senior Customs Border Clearance Agent (SCBCA)/CBCA Training Requirements documented? Has the United States European Command (USEUCOM) Executive Agency Eight-Hour CBCA Training instruction/and or location specific training been established?	ED 30-3, Chapter 4, Para. 4-2.	3,7		

DUANE A. JONES, Brigadier General, USAF
Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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T.O. 33K-1-100, *TMDE Interval, Calibration and Repair*, 29 May 2006

T.O. 34-1-3, *Technical Manual Inspection and Maintenance of Machinery and Shop Equipment*, 8 Aug 2005

USAFEI 24-201, *Special Passenger Travel Guide*, 15 Jun 2006

USAFEI 23-203, *Safe Movement of Hazardous Goods by Surface Modes*, 1 May 2003

AE Reg 55-355, Army Europe Regulation - *Joint Transportation and Traffic Management*, 1 May 2003

DPM Contract. (*Locally established procedures*)

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Abbreviations and Acronyms

2LM—Lean Logistics/Two Level Maintenance

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFTO—Air Force Technical Order

CBCA—Customs Border Clearance Agent

CC—Commander

CCGI—Core Compliance Guide Item

CGI—Compliance Guide Item

CTO—Commercial Transportation Officer

DOD—Department of Defense

DOT—Department of Transportation

DTR—Defense Transportation Regulation

ESD—Electrostatic Discharge

GBL—Government Bill of Lading

IG—Inspector General

JPPSO-SAT/ECAF—Joint Personal Property Shipping Office - San Antonio, Texas, Excess Cost and Adjudication Function

LICWO—Leave-In-Conjunction with Official Travel

MICAP—Mission Impaired Capability Awaiting Parts

MIL-STD—Military Standard

NMCS—Non-Mission Capable

PCT—Premium Class Travel

PNR—Passenger Name Record

RESHIPS—Report Shipment

SIT—Storage-In-Transit

TDR—Transportation Discrepancy Report

TMF—Traffic Management Flight

T.O.—Technical Order

TO—Transportation Officer

TQAP—Total Quality Assurance Program

USAFE—United States Air Forces in Europe